



Sleaford Town Council
Finance & Strategy Panel
Notes and Report of Meeting – 7th February 2019
10am – 11.50am

Panel Members present:

Councillor Anthony Brand (Lead)
Councillor Mark Graves
Councillor Heather Lorimer
Councillor Ken Fernandes
Councillor Grenville Jackson
Councillor David Suiter

Apologies: Councillor S Shanahan-Kluth

Non-panel members present: Councillors Bozena Allen, Linda Edward-Shea and John Charlesworth arrived 10.10am

Meeting supported by the Clerk, Deputy Clerk and Administration Officer.

1. Welcome by Lead

The Panel Lead welcomed all to the meeting and excepted apologies for absence.

2. Notes from previous meeting 10th January 2019

The Panel agreed the notes which had been presented to Council on 23rd January 2019.

3. Galley Allotments – Haulage Way

The Clerk gave an explanation as to the need to widen this area to enable access to the cemetery gates.

This agenda item was deferred to the next meeting.

4. Town Hall – Uses, occupancy and structural alterations

The Lead gave the panel background information of purchasing the building in 2016.

The F&S Panel in 2017 agreed for the admin space to be altered into open plan for better use.

The panel agreed some key factors for the function of the Town Hall:-

- Administration use
- Home for Council
- Community/Public/Groups
- Events held by STC

Some suggestions to create improved use of the Town Hall were considered. These included:-

- Lockable cabinets for artefacts
- Hatch from the kitchen to Community room
- Additional storage
- Moving the Council meeting into Sheldrake room
- Security light outside the Town Hall for ease of locking/unlocking
- Equipment in kitchen area/catering
- Foldaway furniture and equipment

The Panel agreed with some functions that work well in the Town Hall:-

- Shop Window/Conservatory area
- The central location
- Easy access to car parking
- Disabled friendly
- Refreshments provided

The Panel identified some problem areas:-

- Storage of furniture/equipment
- Shower room not in use
- Kitchen space/Staff rest area
- Could the gentlemen's toilets upstairs be put to better use?

The Lead invited the Panel and non-panel members for a walk around of the Town Hall. (Cllr Graves left the meeting at 11.00am).

The Lead requested that the office staff had a meeting and take suggestions back to the next panel meeting.

Following a walk around the Town Hall, the Panel identified some areas to keep which included the shop window/Conservatory area, shower room and the reception window.

The Panel also confirmed the office area should be open plan with a private space within the office.

Furthermore, the Panel identified areas that require improvement:-

- Kitchen
- Rest area for staff
- Redesign storage cupboard in the community room
- Possibility of removing small cupboard in community room to make a hatch through to the kitchen
- Possibility of utilising the gentlemen's toilet upstairs to better use
- Better use of the corridor area outside the kitchen
- Equipment for catering or storage of hot/cold food

(Cllr Suiter left the meeting at 11.35am).

5. Date for next meeting

No date was made to be confirmed

Meeting closed at 11.50am